Planning Meeting Date	Discussion Points	Action Items	Planning Guide Section	Coordinated Entry Core Elements Reference
	1. What is Coordinated Entry? What are the benefits? Core elements? 2. Who should be a part of your planning group? 3. Who should be a part of your Coordinated Entry System once it's implemented? 4. **Who is leading your planning process?**	• Create list of community leaders and collaborative partners. Send invites for planning process.	Contact Information	Pages 4-12
	1. What housing & services are currently available? (including applicable eligibility criteria) 2. Where are housing resources & services located? 3. Are housing resources & services clustered in geographic areas? 4. How do people access housing resources & services? 5. How do people flow through the current system? 6. How *long* does it take to access services? 7. Who is homeless, and how many? (What does your data show?) 8. What is the current service and housing utilization rate?	• Begin to formalize planning group. • Complete System Mapping Exercise		
	1. Establish meeting schedule 2. Who is the <u>planning</u> lead agency? What is their role? 3. Review CE Written Standards and CE Planning Guide 4. Agree on planning and implementation timeline 5. What can be accomplished utilizing committees? 6. Coverage area of CES 7. *Project and eligibility survey* 8. *Service inventory (non-housing services)*	• Formalize planning group. • Establish meeting schedule. • Submit Planning group info (1st section of Planning Guide) to DCA by September 15, 2017 • Send out project eligibility survey and begin creating your service inventory.	Contact information	
	1. Review CE Model Types	• Decide on Model Type to pursue.	Section 1 Section 2	*Access* Pages 13-24

	2. Complete Model Vision Exercise 3. Look at community examples 4. What would your community look like with each model? 5. What model will best fit with your community? 6. Is our implementation regional or county wide? 7. Discuss how your CES will connect/merge with other "systems", (VA, faith-based, MH)			*CE Models* Pages 18-20
	1. Discuss prevention and diversion 2. What organizations/agencies refer to these services? What organizations/agencies provide these services? How are they accessed? 3. Determine and document protocols for what a "warm handoff" in the diversion/prevention stage looks like 4. Prevention and Diversion Screening Tools (Training needs)	• Begin "resource list" for prevention/diversion list. **(Appendix 3 from Planning Document)** • Create list of who will administer the P/D screen. **(Appendix 1 from Planning Document)**	Section 3 Section 5 Appendix 1 Appendix 3	*Assessment* Pages 25-38 *Assessment across Stages* Pages 30-33
	1. Assessment 2. Which agencies/organizations will conduct assessments? 3. Determine protocols and processes for making referrals. Document those protocols 4. Is/Are the access point(s) accessible to ALL? Is the space conducive to assessments? 5. Are clients required to travel to and from different locations? Is there transportation or transportation funds provided when needed? 6. Other languages? Hearing impaired? Etc….	• Complete list of agencies who will be assessors. **(Appendix 5 from Planning Document)** • Complete list if agencies that clients are being referred to for housing services. **(Appendix 6 from Planning Document)**	Section 7 Appendix 4 Section 8 Appendix 5 Section 11 Section 10.I	*Assessment* *Pages 25-38* *Planning for Assessment* Pages 33-36
	1. Who is the CES lead? Who will report CES updates, successes,	• Identify community lead (when applicable)	Section 12 Section 13 Section 14	Page 51 Page 41 Page 20

		challenges and overall reporting to the CoC? 2. How will this information be used to improve and evaluate the CES? 3. Discuss case conferencing as a strategy to support situations where referrals are rejected, or simply looking at referrals and by name list 4. Discuss Training Needs 5. Develop a written Grievance Policy		Section 15	Page 33-35
		1. Low Barrier Entry 2. Which populations have more of a difficult time accessing housing resources & services? Why? 3. Can everyone equitably access services? 4. Do existing housing and services include unnecessary barriers to entry? 5. How can we work collaboratively to lower barriers to program entry? 6. How will you ensure client choice throughout the CES	• Complete lowering barriers exercise	Section 9	**Participant Autonomy** Pages 27-28 *Referral* Pages 46-57 *Lowering barriers* Page 47
		1. Discuss Emergency and Crisis Services 2. ***Document current emergency/crisis services- what and where are such services?*** 3. *When are emergency/crisis services offered? Who makes the referral to those services? Determine and document protocols for a warm hand-off.*	• Complete list of agencies who administer emergency services. **(Appendix 4 from Planning Document)**	Section 6 Appendix 4	*Emergency Services* Page 15
		1. Discuss how DV fits/will fit into your system 2. ***Who provides DV resources and where are the services?*** 3. Where/when does the connection to DV resources occur?	• Complete list of agencies that provide DV resources. **(Appendix 2 from Planning Document)**	Section 4 Appendix 2	Page 15-17

	4. Determine and documents protocols for referring to DV services 5. Do additional DV resources need to be engaged?			
	1. Develop a strategy for communicating to other agencies/systems about the CES and to other stakeholders as a way to increase CES participation from non ESG/HUD funded agencies? 2. Develop a strategy for communicating to people experiencing homelessness		Section 10.II	*Access* Pages 13-24 *Marketing* Pages 16-17 *Communications* Page 21
	1. Discuss subpopulations considerations regarding CES. 2. Discuss process for moving from project level waiting lists to CES priority lists		Section 16	Page 15-17 Pages 19-12 Pages 22-23 Page 44
	1. Map the assessment and referral process to illustrate and describe each step in the process and determine what data and information will be collected at each phase of the assessment 2. Discuss roles and responsibilities of every entity involved (referring agency, receiving agency, housing navigator, CE Lead, assessor, etc)		Include map on the back of your CE plan.	
November 15	1. Submit CES Plan to DCA			
	1. Test assessment tools with assessment staff			